

## **School of Advertising and Public Relations Advising Syllabus**

Welcome to the School of Advertising and Public Relations! You have been assigned to an academic advisor in your major and you will meet with your advisor at least once each academic year. It is important that you understand it is your responsibility to meet the University of Tennessee's requirements for graduation. Your advisor is responsible for providing recommendations to you based on the information that you provide to him or her. In the School of Advertising and Public Relations, the burden of responsibility for academic record keeping transfers to you, the student. The Office of the University Registrar (<http://registrar.utk.edu/>) will continue to maintain the official university records.

### **Advising Mission**

The School of Advertising and Public Relations faculty and staff understand and recognize the important role academic advising plays in a student's educational experience and their undergraduate success. Academic advising is promoted as a shared responsibility and an opportunity to enrich a student's educational plans. Academic advisors assist students with tailoring an academic program consistent with their interests, goals, career plans, and abilities within the criteria set by the college for completion of degree requirements.

### **Student Expectations**

- Review the curriculum for your major prior to meeting with an advisor
- Review your degree audit report (DARS)
- Write down a tentative plan for next semester
- Come prepared to ask questions and participate in your advising
- Consult with your advisor about your academic progress, changes in your academic, educational, or career goals, plans for study abroad, academic policies and procedures
- Discuss with your advisor any specific concerns about your program and current classes
- Consult with your advisor before making changes to your academic plan
- Make decisions and be responsible for your academic career

### **Advisor Expectations**

- Provide accurate information
- Assist in planning an academic program that is consistent with your academic and educational goals and your abilities
- Monitor your progress in your program and keep accurate records
- Discuss university and college requirements, academic policies and procedures
- Acquaint you with services and programs provided by the college and the university
- Provide referrals when, and if, special needs are identified
- Respect your right to privacy of educational records and confidential information

### **Advising Steps for Success**

- Attend all class meetings and get to know your professors
- Seek academic assistance early, if needed
- Review your grades and academic history on MyUTK at the end of each semester
- Contact your advisor if needing assistance or having questions about your program

You are responsible for the Student Learning Outcomes, Advising Policy, Student Expectations, and Advising Steps for Success as presented on the syllabus. You will be assessed on the Student Learning Outcomes and Student Expectations. In addition, you are responsible for learning the Student's and Advisor's Responsibilities listed below. The Advertising and Public Relations Advising Guide overrides any conflicting information in the Academic Advising Syllabus.

### **Advertising and Public Relations Learning Outcomes**

Students will demonstrate that they know the **advisor's and the student's responsibilities** in the School of **Advertising and Public Relations**.

- Students are accountable for planning their own education, selecting courses, knowing course prerequisites, adhering to policies and procedures, and meeting all requirements for graduation.
- Advisors offer their best advice based on information (e.g., DARS, goals, options, information, thoughts) that the student provides. Students are responsible for determining the accuracy of all advice.
- Students are responsible for attending scheduled meetings with their advisors.
- Advisors are NOT responsible for rescheduling meetings that students miss.
- Students are responsible for anticipating their academic needs and, if necessary, meeting with an advisor (i.e., students should not wait until the last minute to resolve course scheduling issues).

### **Advising Resources and Academic Services**

- Center for Career Development - <http://career.utk.edu/>
- Counseling Center - <http://counselingcenter.utk.edu/>
- MyUTK – <https://myutk.utk.edu/>
- Office of Disability Services - <http://ods.utk.edu/>
- Programs Abroad Office - <http://studyabroad.utk.edu/>
- Student Success Center - <http://studentsuccess.utk.edu/>